

**SHREWSBURY'S ELECTRIC LIGHT PLANT
&
SHREWSBURY'S COMMUNITY CABLEVISION**

COMMISSION MEETING

November 24, 2003 – 7:00 PM

MINUTES

**PRESENT: S. DAVIS
C. JEFFERSON, Jr., Chairman
P. LYONS-GALLO
A. TRIPPI**

ABSENT: R. LUTZ

OTHERS

**PRESENT: T. JOSIE
M. QUITADAMO
F. PAIKA
W. CULLEN
T. DESILETS**

1. Approve Bill Schedules

The bill schedules were reviewed and approved as presented.

2. Minutes – Light Commission Meeting – October 20, 2003

A motion:

To approve the minutes of the October 20, 2003 Light Commission meeting was made by S. Davis and seconded by P. Lyons-Gallo.

Without further discussion, the motion was voted with three in favor and one abstaining.

3. Cash Statements – October

A. Light

The Light Commission reviewed the October Cash Statements for Light.

After a brief discussion, the October Cash Statements for Light were accepted as presented.

B. CATV

The Light Commission reviewed the October Cash Statements for CATV.

After a brief discussion, the October Cash Statements for CATV were accepted as presented.

4. Financial Statements - September

A. Light

The Light Commission reviewed the September Financial Statements for Light.

After a brief discussion, the September Financial Statements for Light were accepted as presented.

B. CATV

The Light Commission reviewed the September Financial Statements for CATV.

After a brief discussion, the September Financial Statements for Light were accepted as presented.

5. Auditor's Letter of Engagement

The issue of whether or not SELP/SCC would include the GASB34 in its annual audit was presented by P. Lyons-Gallo.

After a lengthy discussion, the Commission requested that the General Manager ask the audit firm of Nelson, Adam & Dickson for their opinion and it's applicability to SELP, as it relates to the Town of Shrewsbury.

A motion:

To engage the audit firm of Nelson, Adam, & Dickson, P.C. to conduct SELP/SCC's annual audit, as specified in their letter subject to change both in scope and price contingent upon M. Quitadamo's resolution of the GSAB 34 issue, was made by P. Lyons-Gallo and seconded by C. Jefferson, Jr.

Without further discussion, the motion was voted unanimously.

6. Brand Name

T. Desilets presented an example of stationery with a suggested new logo for Shrewsbury's Light and Cable for the Commission's review.

C. Jefferson, Jr. and A. Trippi commented that, for a very long time, there's been an advertisement running on Channel 31 where the announcer pronounces "Shrewsbury" as "Shoe-berry" and directed T. Desilets to have it corrected.

After further discussion,

A motion:

To change the name to Shrewsbury Electric & Cable Operations was made by A. Trippi and seconded by P. Lyons-Gallo.

After additional discussion, the motion was voted unanimously.

T. Desilets will return to the next meeting with changes made by the Light Commission to the logo and stationery for their final approval.

7. VOD Project - Update

T. Josie reported that after the Commission approved the project, bids were solicited and received from four different vendors. He went on to explain the differences and similarities of each vendor along with what Shrewsbury is looking for in a VOD system.

He commented that the final decision came down to "Does Shrewsbury want to select a system that is a bit more proven and basically follow the industry with regards to hardware or does Shrewsbury want to go with a system that has more alternatives along with more risk?"

After much internal discussion along with the assistance of SCC's consultant, Peregrine, it was agreed that it was in the best interest of SCC for future growth to select Broadbus Technologies, Boxborough, MA, for the VOD project.

He added that there are risks involved but the risks are at a minimum however the potential for doing more/better things for the community far outweighs the risk. The way the contract is written, if the VOD system never works, SCC pays nothing. Installation begins at SCC's Headend January 2004.

8. Long Distance Service

Based upon the small return that is being realized from Shrewsbury's 960 long distance telephone service customers, an approximate annual net of \$20,000, the recommendation is for SCC to discontinue its affiliation with NEMTA and terminate its offering of long distance services to customers in Shrewsbury. To date, no exit strategy has been planned.

It is anticipated that NEMTA will provide existing customers with the option of continuing the service through them where NEMTA would produce a separate bill.

After further discussion, the Light Commission

A motion:

To terminate the long distance telephone service subject to a satisfactory exit strategy was made by A. Trippi and seconded by P. Lyons-Gallo.

After additional discussion, the motion was voted unanimously.

The Commission directed the General Manager to return to the next Light Commission meeting with an exit plan for their approval.

9. Operating Brief - Review

The Commission reviewed the Operating Brief that included,

- Jackie Pratt was hired as SECO's new Web Administrator.
- A response to the COA's latest communication was reviewed.

10. Francis Paika's Retirement

On behalf of the Light Commission, C. Jefferson, Jr. congratulated Fran Paika for his thirty years of service, his lasting impression on Shrewsbury Electric Light; thanked him for his dedications and contributions, and wished him the best.

The next Light Commission meeting is scheduled for Monday, January 5, 2004 at 7:00PM.

A motion,

To adjourn the meeting was made by S. Davis and seconded by A. Trippi.

After no further discussion, the motion was voted unanimously.

Respectfully submitted,

Anthony M. Trippi, Clerk
Shrewsbury's Light Commission